

SPIRE for Staff/Advisor Access
Applicant Information & Authorization Form

Use this form to apply for new SPIRE for Staff/Advisor access or to request changes to your current access. SPIRE for Staff/Advisor provides access to student and/or applicant information. Your current job responsibilities determine the type of access you will receive.

Do NOT use this form to request access for:

- A. The Human Resources or Financials systems (E*mpac).** To request access to E*mpac, contact the Administration & Finance Systems Office (545-2119).
- B. SPIRE for Students.** Students receive access automatically. No request form is necessary.
- C. SPIRE for Instructors.** Instructors receive access automatically once Scheduling associates their ID with a class section. No request form is necessary for generic Instructor access. Those who seek Advisor access **do** need to complete this form.

Instructions for Applicants:

1. Complete **Section 1** in ink. **Your original signature is required.**
2. In consultation with your direct supervisor, complete **Section 2**.
3. If requesting access to student financials, financial aid, admissions, or housing data, complete **Section 3** in consultation with your direct supervisor.
Important: Access to SPIRE data is tied strictly to your job responsibilities. Describe in detail the access that you need and why.
4. Read and sign **Section 4**.
5. Your department head must complete **Section 5** of this form in ink. **An original signature is required.**
6. **Mail or deliver** this form to *Access Requests, SPIRE Training & Support, A249 Lederle LGRC Lowrise*. Because we are required to have the original signatures, we cannot accept faxed forms.
7. Please **allow 2 weeks for processing**. The Registrar's Office will contact you if your request is denied. If your request is approved, you will receive an invitation for the appropriate training. You must complete the training in order to activate your access.

Required fields indicated in **bold**. Please print clearly

Section 1: Applicant Information

Full Name (Last, First, Middle Initial):		Date of Request:	
SPIRE ID (8-digit Campus ID shown on your paystub):		Date of Birth:	
Work Address:		Work Phone Number:	
Email Address:		Job Title (state & working titles, if different):	
Department Name (no abbreviations, please):		Supervisor's Name:	
General Description of Job Duties that Require Access to Student or Applicant Data:			
Do you currently have or have you had access to SPIRE as an instructor, advisor, staff employee, or student employee?			
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is/was your UserID? _____			

<p>What is prompting this access request?</p> <p><input type="checkbox"/> I'm a new hire to the campus</p> <p><input type="checkbox"/> I've just been hired into a different department</p> <p><input type="checkbox"/> My job responsibilities within the department are changing</p> <p><input type="checkbox"/> Other:</p>	<p>If you are seeking similar access to that of your predecessor or a current coworker, please provide that person's full name:</p>
<p>Which SPIRE modules do you seek to access? Please indicate which SPIRE modules you need to access to do your job. You must provide additional details for these requests in Section 2 (for Student Academic &/or Biographic Records) and/or in Section 3 (for all other modules).</p> <p><input type="checkbox"/> Student Academic &/or Biographic Records <input type="checkbox"/> Student Financials/Accounts</p> <p><input type="checkbox"/> Undergraduate Admissions <input type="checkbox"/> Graduate Admissions <input type="checkbox"/> Financial Aid <input type="checkbox"/> Housing</p>	

Section 2: Specifics of Access Request for Student Academic &/or Biographic Records

To fulfill my job responsibilities, I need to be able (check all that apply):

<p><u>Student Bio/Demo</u></p> <p>_____ to see publicly releasable student directory information (name, mailing and permanent address, local and permanent phone, email address, date and place of birth dates of attendance, major, degrees & certificates awarded, honors, athletic affiliation).</p> <p>_____ to see other student biographic/demographic data (specify). _____</p>
<p><u>Academic Records</u></p> <p>_____ to see students' attendance history, such as terms enrolled, withdrawals and readmission.</p> <p>_____ to see students' class schedules.</p> <p>_____ to see students' academic records (e.g., grades, GPA, academic standing, major declaration history, student advisor, registration appointments, placement/entrance test results).</p> <p>_____ to see graduate students' milestones & committee data (e.g., tracking graduate students' progress in detail). If so, for students in which academic programs (specify): _____</p> <p>_____ to perform Academic Deans' functions (e.g., allow credit limit overrides, monitor students' incompletes, view/update comments, etc). Important: you must work in an Undergraduate Academic Deans' Office to receive this access. If so, what kind of Comments access (circle):</p> <p style="text-align: center;">View Comments Update/Enter Comments</p> <p>_____ to assign advisors to students. If so, for which department(s) (specify): _____</p>
<p><u>Student Advising/Enrollment</u></p> <p>_____ to serve as an Academic Advisor to students, necessitating access to academic and contact info.</p> <p>_____ to access the Undergraduate Academic Requirements Report (ARR), "What-If" advisement reports, unofficial transcripts, or transfer evaluation reports for undergrad students. If so, which reports (circle all that apply):</p> <p style="text-align: center;">Academic Requirements/ARR What-ifs Unofficial Transcript Transfer Evaluation Report</p> <p>_____ to process enrollment overrides for one or more departments' classes (e.g., add/drop students to/from classes, override prerequisites, change students' waitlist priority, and enter student-specific permissions)?. If so, for which exact Subject code(s) (specify, e.g., ECON for Economics): _____</p>

Student Advising/Enrollment (continued)

_____ to **place and/or release service indicators** (enrollment/registration holds). If so, for which kinds of service indicators (indicate place/release for all that apply):

- ADVAN (advising needed by major advisor/dept) 0 place 0 release
- RAC (Registration Approval) 0 release only
- ADVCA (credit alert) 0 release only
- ACAD (advising needed by academic dean) 0 place 0 release
- ACDTN (10-semester approval needed by academic dean) 0 release only
- Other reason (please also specify P(place) or R (release): _____

Academic Department Administration

_____ to access **queries** for summary information about course enrollments and department undergraduate majors' student data.

_____ to print **batch transcripts** for groups of department majors.

_____ to view data related to my role as my department's **Scheduling Representative**.

Section 3: Specifics for Access Request for Student Financials/Accounts, Financial Aid, Undergraduate Admissions, Graduate Admissions, and/or Housing module data:

Do your job duties require you to have access to any of the above modules?

Yes No If yes, please described fully what you need to access and why. Please consult with your immediate supervisor to ensure that your description is accurate and complete.

Section 4: Applicant Affirmation & Signature:

Affirmation - please read:

By signing this form, I affirm the accuracy of the information provided above, and I certify that I will complete all training requirements for the systems and data to which I am requesting access.

Applicant Signature:

Date Signed:

Section 5: Department Head Authorization (All fields required!):

Photocopied, faxed or stamped signatures are not allowed. In lieu of the department head's signature, the signature of the person to whom s/he reports will be accepted. Other signatures cannot suffice and can not be accepted.

Authorization - please read:

By signing this form, I affirm that I have reviewed the applicant information above and the attachments indicated above and find them to be accurate and complete. I am also confirming that access to the systems/data requested is required to meet the applicant's job responsibilities.

Department Head (or authorized substitute) Signature:

Date Signed:

Print Name:

Email Address:

Phone Number:

----- For OIT/Data Custodian Use Only -----

Name		Date Request Received by OIT <i>θ Entered into the Training Records Database</i>	
Modules Requested <i>θ SR θ SF θ Ugrd AD θ Grad AD θ Fin Aid θ Housing</i>		Date Attachments Routed to Steward(s):	
SPIRE EmplID:	Assigned User ID:	UserID Assigned by:	Date UserID Assigned:
SR SPIRE Roles Approved, if any: _____		By: _____	
Other Modules' SPIRE Roles Approved, if any: _____		By: _____	
Application Security Approved:			
<i>Inst & Career θ UMAMH θ UGRD θ GRAD θ ND θ NC</i>		<i>θ Acad Orgs _____</i>	
<i>θ Program _____</i>		<i>θ Service Indicators _____</i>	
<i>θ Plan _____</i>		<i>θ Enrollment Access Group _____</i>	
<i>Transcript Types θ UTOF θ AAR θ WHIF</i>		<i>θ 3C Security _____</i>	
<i>θ URTR θ ATUN</i>			
Application security specifics for other modules: _____			
App Security completed & OIT notified by:		Date Access Approved & App Security added:	
Date user classes added/modified:			By OIT security maintainer:
Comments:			
User Notified: <i>θ via phone θ via voicemail θ via email θ in person</i>			Date Notified:
<i>θ left message with coworker/etc θ _____</i>			

SPIRE Access Approval		Date: _____
<input type="checkbox"/> SPIRE Super Lite <input type="checkbox"/> SPIRE Lite <input type="checkbox"/> Spire A Academic Records ▪ Transcript Y N <input type="checkbox"/> SPIRE B Enrollments <input type="checkbox"/> Graduate Milestones & Committees <input type="checkbox"/> Dept Rep Data Entry <input type="checkbox"/> SPIRE for Drop-in Advisor <input type="checkbox"/> Academic Requirements Report <input type="checkbox"/> Academic Dean's Add-On <input type="checkbox"/> SPIRE for Staff Queries <input type="checkbox"/> Access not approved	R_CC_BAS_superlite_01 R_CC_BAS_lite_01 R_SR_BAS_ACADDEPT_01 R_SR_CMB_ENRLOVR_01 R_SR_BAS_ACADDEPTGR_01 R_SR_ADVISRUPD_01 R_SR_BAS_ADVISR_DROPIN_01 R_SSCAAR1 R_SR_CMB_ACADDEAN_01 R_RQRY008	